



# Incidental Employment Authorization Information

## Occasional Lectures and Consultations

### Overview

Professors, research scholars, and short-term scholars may participate in occasional lectures and short-term consultations as long as such activities are approved in advance and in writing by Hope College Fried Center for Global Engagement.

The term **occasional** embodies the concept of single events rather than an ongoing activity. This also includes authorization to be reimbursed for travel expenses or honorarium.

### Eligibility Criteria

Such lectures and consultations must meet the following criteria:

- Be directly related to the objectives of your J-1 program at Hope College
- Be incidental to your primary program activities
- Not delay the completion date of your J-1 program at Hope College

If you fail to obtain a letter authorizing the activity in advance, Hope College Fried Center for Global Engagement may correct SEVIS record for a technical or minor infraction if no more than 120 days have passed since the infraction occurred.

### Documentation Needed

A letter from the inviting institution describing the terms and conditions of the offer to lecture or consult, including the duration, number of hours, field or subject, amount of compensation (if any), and description of the activity.

A letter from your department supervisor at Hope College:

- o Confirming that the proposed activity is directly related to your principal activity, is indeed incidental, and will not delay completion of your program at Hope College
- o Explaining how the proposed activity would enhance your exchange visitor program at Hope College

- o Recommending approval of the activity
- A legible copy of your latest DS-2019. Item #2 on your DS-2019 must list the program sponsor as Hope College and item #4 must list the exchange visitor category as professor, research scholar, or short-term scholar.
- A copy of paper or print-out of electronic instructions) (please click on the link for

## How to Apply for Incidental Employment Authorization

1. Schedule an appointment with an advisor at the Fried Center for Global Engagement.
2. Bring the documents listed above to your appointment.
3. Fried Center for Global Engagement DSO will review your documentation and determine if you are eligible for incidental employment. If authorized, Hope College Fried Center will issue a letter authorizing the activity.

You will present the letter as proof that you are allowed to receive pay for your activity. Keep a copy of the Hope College Fried Center for Global Engagement authorization letter for your records. The letter will serve as authorization of this activity.

### Tax and SSN (Form 8843)

As a visiting scholar, you are not eligible for social security benefits. Therefore, you are not required to deduct the social security tax (FICA) from your paycheck while you are working under CPT. However, you should pay the Federal tax, State tax, and City tax. In order to do so, you need to have a Social Security Number.

However, visiting scholars must complete the IRS Form 8843 to fulfill your federal tax filing obligation. Form 8843 is not a U.S. income tax return. It is an informational statement required

by the IRS. For more information, visit <https://www.irs.gov/efile>.